



REQUIREMENTS FOR ISSUANCE OF PERMITS

If permit issued to a contractor:

For a contractor to obtain a permit, he/she must have both a current State Contractor's license and a current City business license.

Payment for the permit must be by a pre-printed company check. The company check must exactly match the name on the Contractor's license.

If payment is to be made OTHER THAN BY A PRE-PRINTED COMPANY CHECK, the following is required:

1. The original State Contractor's Card (not a facsimile or a copy) of the company licensed to pull the permit, (or)
2. A letter on company letterhead signed by a principal of the licensed contractor listing the check number, the amount of the check, and authorizing a specific person to pull the permit. (This means the person physically at the counter will present ID to confirm the information presented in the letter.)

Per the State Contractor's Board, we may only recognize company names registered as licensed contractors—NOT dba's or subsidiaries.

If the permit is issued to an owner/builder:

The owner/builder must show proof of ownership and certify they will reside in the home for at least one year. This is done by signing a copy of the State Contractor's Board owner/builder form.

If the owner is not able to come into the office to pick up the permit, the owner must submit a notarized letter authorizing a specific person to act on his behalf for the one-time issuance of the permit. This authorizes the agent to sign all documents required for issuance of the permit.

Sample: Your Company Letterhead

Date

City of Las Vegas
Department of Building & Safety
Permit Division
731 S. 4th Street
Las Vegas, NV 89101

To Whom It May Concern:

_____(Person)_____ is authorized to pull building permits for _____(Job Address)_____.
He/She is paying with a _____(Company Name)_____ check # _____ or cash in the
amount of \$_____.

_____(Your Company Name)_____ gives _____(person)_____ full and complete authorization to
pull these permits.

Sincerely,

Signature of a principal (as listed with State Contractor's Board)
Typed name of company principal